

CONFIDENTIAL

25X1

21 May 1965

[Redacted]
Records Management Officer/DDP

Chief, Records Administration Staff/DOS

Results of Clean-Up Campaign

1. The recent Clean-Up Campaign conducted in the Agency to implement the President's Moratorium on the Purchase of Filing Equipment produced these excellent results:

- a. 9485 cubic feet of records eliminated from office space by retirement or destruction.
- b. 238 pieces of filing equipment released
- c. 33 Records Control Schedules revised or in process of revision

2. These are significant accomplishments, however I believe that more can be achieved and the DOS agrees with my proposal for these agency-wide programs:

- a. Continue the review of Records Control Schedules with the primary objective of reducing retention periods.
- b. Make intensive efforts to reduce the number of official and unofficial forms.
- c. Conduct a program to reduce the amount of paper created from reports and correspondence.
- d. Inventory support records in [Redacted] and prepare Records Control Schedules. These schedules will then serve as the basis for the retention and disposal of similar support records throughout the world.
- e. Eliminate duplicate records holdings.

25X1

3. I appreciate your interest in continuing an active program to reduce CS records collections and I hope that recent efforts outlined in [Redacted] will be successful. I will be glad to assist you in any of your records management problems, and I will be particularly interested in discussing with you the implementation of the future program outlined above.

25X1

Distribution:

Orig - addressee

- 1 - Records Center [Redacted]
- 1 - RAS Copy (RecMgt -DDP - [Redacted])
- 1 - X-RecMgt 3-3-2-a (Moratorium)✓

25X1

CONFIDENTIAL

GROUP 1
Excluded from automatic
downgrading and
declassification

25X1
25X1